JOB DESCRIPTION

JOB TITLE: Janitor   **GRADE:** 4

JOB CODE: 5003   **DATE:** 11/8/95

GENERAL FUNCTION: Under moderate supervision performs janitorial duties that involve cleaning and sanitizing the health department building and its grounds. Work may involve a variety of physical demands. Ability to perform related tasks as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Cleans, sweeps, dusts, mops, washes, vacuums, polishes, and waxes floors. Cleans windows, woodwork, furniture, and equipment.

Cleans toilet facilities and keeps rest rooms supplied with towels, soap, and other items. Collects and disposes of trash from buildings and grounds.

Performs unskilled maintenance work.

Performs outside work such as cleaning walks and mowing lawn.

Moves furniture and equipment.

Ability to perform physical labor such as moving furniture and equipment, lifting, climbing ladders, etc.

Ability to follow instructions concerning various chemicals.

 SUPERVISION RECEIVED: Moderate supervision under standard operating procedures; incumbent occasionally can function autonomously, with supervisor available to answer questions.

SUPERVISION EXERCISED: No supervisory responsibility required.

JOB SPECIFICATIONS:

   Knowledge and Abilities:

Ability to understand and follow verbal or simple written instructions.

Ability to do strenuous work.

JOB TITLE: Janitor (continued)   **JOB CODE**: 5003

General knowledge of housekeeping, tools, equipment and supplies.

Minimum Education, Training and Experience Requirements: Elementary education. Up to 3 months experience helpful, but not required. On the job training acceptable. (Elementary education is defined as the eighth grade).

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.